



## Vendor Aid | Procurement

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*This detailed vendor manual provides comprehensive, step-by-step instructions for vendors on how to submit change orders, quotes, and invoices through the DEMES Vendor Portal, ensuring accurate and efficient transactions with the Florida Department of Emergency Management.*

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## Procurement Overview

This manual is crafted to assist vendors in navigating the DEMES Vendor Portal effectively. Through the example of Jane, a vendor operating a supply company, we explore the intricate processes of submitting change orders, quotes, and invoices. This manual not only explains the how of these processes but delves into the why they are necessary and the what each step entails, ensuring vendors are well-informed and able to manage their transactions with the Florida Department of Emergency Management (FDEM) efficiently.

## 1. Submitting a Change Order

### Overview

Change Orders in DEMES are critical for adjusting contract terms in response to unforeseen changes or new requirements. This flexibility helps maintain fairness and efficiency in vendor-FDEM relationships.

### Login

- Access the [Vendor Portal](#)

### Detailed Steps

**Example Context:** Jane needs to adjust the quantity of emergency water bottles due to a sudden increase in demand after a hurricane.

#### Step 1: Access the RFQ Change Orders Tab

VENDOR CONTACTS	RFQS	RFQ CHANGE ORDERS	SUBMITTED QUOTES	PURCHASES
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- **What:** Navigate to the RFQ Change Orders tab to find your active contracts.
- **Why:** This tab houses all contracts that may need adjustments, ensuring you can quickly access and modify relevant agreements.
- **How:** Click on the tab in the header bar to view a list of all RFQs eligible for change.

#### Step 2: Select RFQ

	RFQ Name	Mission	Created Date	Quote Selection Criteria
1	PO-011409 Change Order	07235	05/14/2024, 05:00 PM	
2	PO-011441 Change Order	00007	03/29/2024, 03:23 PM	
3	PO-011440 Change Order	00007	01/19/2024, 03:38 PM	
4	PO-011440 Change Order	00007	01/19/2024, 03:35 PM	
5	PO-011438 Change Order	00007	01/19/2024, 12:36 PM	
6	PO-011420 Change Order	Need batteries	01/09/2024, 02:28 PM	
7	PO-011436 Change Order	00009	01/08/2024, 04:33 PM	
8	PO-011436 Change Order	00009	01/08/2024, 04:17 PM	
9	PO-011418 Change Order	Generator 9/14	12/06/2023, 03:23 PM	

- **What:** Choose the specific RFQ Name under which you supplied goods or services.
- **Why:** Selecting the correct RFQ ensures that any modifications are accurately linked to the right

contract.

- **How:** Click on the RFQ Name to open the change order submission form.

### Step 3: Create Change Order Request



- **What:** Use the form to specify the required changes, such as an increase in quantities.
- **Why:** Detailed and precise change requests help streamline approval by providing clear information to the procurement team.
- **How:** Fill in the form fields with the new quantities and provide a brief rationale if necessary.

*Note: If there is an active Change Order Quote on the RFQ, a reminder message will appear. Click **Next** to proceed.*

### Step 4: Submit Change Order

Select the Quote Line Item that needs to be adjusted or click New to add in a new line item.

- **What:** Review your entries and submit the completed change order request.
- **Why:** Submitting a properly reviewed change order minimizes the risk of errors and speeds up the processing time.
- **How:** Click the Submit button after ensuring all information is correct.

## Notes

- The availability and type of fields in the change order form depend on the initial contract terms.
- Details you enter determine how the system routes your request to the appropriate FDEM procurement representative.

## 2. Submitting a Quote

## Overview

Submitting a quote allows vendors to propose their goods or services in response to open RFQs issued by FDEM, which is crucial for maintaining competitive and transparent procurement processes.

## Detailed Steps

**Example Context:** Jane decides to submit a quote for providing first aid kits.

### Step 1: Navigate to RFQs



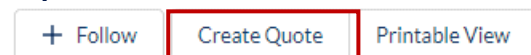
- **What:** Access the RFQ section to view all open requests for quotations.
- **Why:** This allows vendors like Jane to find opportunities that match their product offerings.
- **How:** Click on the RFQs tab and browse through the list of open RFQs.

### Step 2: Select an RFQ

	RFQ Name	Mission	Created Date	Quote Selection Criteria
1	PO-011409 Change Order	07235	05/14/2024, 05:00 PM	
2	PO-011441 Change Order	00007	03/29/2024, 03:23 PM	
3	PO-011440 Change Order	00007	01/19/2024, 03:38 PM	
4	PO-011440 Change Order	00007	01/19/2024, 03:35 PM	
5	PO-011438 Change Order	00007	01/19/2024, 12:36 PM	
6	PO-011420 Change Order	Need batteries	01/09/2024, 02:28 PM	
7	PO-011436 Change Order	00009	01/08/2024, 04:33 PM	
8	PO-011436 Change Order	00009	01/08/2024, 04:17 PM	
9	PO-011418 Change Order	Generator 9/14	12/06/2023, 03:23 PM	

- **What:** Identify and select the RFQ relevant to your business.
- **Why:** Choosing the right RFQ increases the likelihood of your quote being accepted.
- **How:** Click on the specific RFQ that aligns with your products or services.

### Step 3: Create Quote



- **What:** Begin entering details of your proposal in the quote form.
- **Why:** A detailed and accurately filled quote form is essential for the procurement team to assess your offer.
- **How:** Fill out the quote form with product details, quantities, and pricing.

### Step 4: Enter Details

Enter details requested to initiate the quote process. Click **Next**.

## Create Quote

Resource Description

Resource Location/Point of Origin

Available Date of Delivery/Work Start ⓘ

\*Date



\*Time



Next

### Step 5: Add Quote Details

Quote Line Items (1) ⊕ ⊖ ⌂ New

1 item • Updated a few seconds ago

Quote Line It...	Description	Quantity	Charge Type	Usage Amount	Unit of Meas...	Rate	Total Price		
1	QL-00328	Test	1	One-Time	1.00	Each	\$100.00	\$100.00	⌵

View All

- **What:** Add detailed descriptions and pricing information for each item you're quoting.
- **Why:** Detailed entries help the procurement team understand your offer fully, aiding their decision-making process.
- **How:** Use the Add Line Item button to enter details for each product.

### Step 6: Submit Quote

New Quote Line Item: Good

\* = Required Information

Information

Quote Line Item Number Q-00127 ×

\*Description

Comments

\*Charge Type One-Time ⌵  
View all dependencies

\*Unit of Measurement Each ⌵  
View all dependencies

\*Quote Q-00127 ×

\*Quantity

\*Rate ⓘ

Cancel Save & New **Save**

- **What:** Review and submit your completed quote.
- **Why:** Ensuring all information is accurate before submission reduces the chances of delays or rejections.
- **How:** Click Submit Quote after verifying all details are correct.

Edit Delete **Submit Quote** ⌵

## Notes

- Ensure all fields are completely filled to avoid delays.
- Pay attention to the validity period specified in the RFQ to ensure your quote is considered.

## 3. Submitting an Invoice

### Overview

Invoices formalize the request for payment for goods delivered or services rendered, facilitating timely and accurate financial transactions between vendors and FDEM.

### Detailed Steps

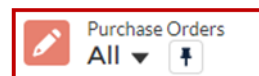
**Example Context:** After successfully delivering first aid kits, Jane prepares to invoice FDEM.

#### Step 1: Access Purchases



- **What:** Locate the Purchases tab to find completed transactions eligible for invoicing.
- **Why:** This ensures that invoices are linked to the correct purchase orders, which is crucial for accurate payment processing.
- **How:** Click on the Purchases tab and select the relevant purchase order.

#### Step 2: Select Purchase Order



- **What:** Choose the specific purchase order for which you need to invoice.
- **Why:** Selecting the correct order ensures that the invoice matches the delivered goods or services, which is essential for smooth payment processes.
- **How:** Click on the purchase order to start the invoicing process.

#### Step 3: Create Invoice

Review the purchase order information. Click the **New Invoice** button to generate a new invoice form.



#### Step 4: Enter in Details for Invoice

- **What:** Fill in the invoice form with all required details.
- **Why:** Accurately completed invoices help expedite the payment process and reduce the likelihood of disputes.
- **How:** Enter details such as invoice number, date of shipment (goods) or start & end date (service), and units to invoice (column). Scroll to view all columns. Click **Next**. An invoice # will be generated once you click save.

**New Invoice**

Please specify following invoice details.

\* Vendor Invoice Number  
123

\* Date of Shipment  
Jul 4, 2024

Please select the purchase order line items for which you want to create an invoice and set the Amount to Invoice value for each line.

You can only invoice Amount that is less than or equal to the Uninvoiced Amount for each line item.

Unit Price	Unit Total	Units Available	Units to Invoice	Status
1.005.00	2.00	2	1	New
1.500	3.00	3	2	New

Next

#### Step 5: Attach Documents

Files (0)

Upload Files

Or drop files

- **What:** Upload necessary supporting documents like delivery receipts.
- **Why:** Providing supporting documents is critical for validating the invoice claims and ensuring prompt payment.
- **How:** Attach files using the upload tool in the invoice form.

#### Step 6: Review and Submit

Edit Delete **Submit Quote**

- **What:** Thoroughly review the invoice and submit it for processing.
- **Why:** A final review ensures all details are accurate, which is essential for quick approval and



payment.

- **How:** Click the Submit Invoice button after reviewing all entries.

## Notes

- Attach all required documents to support your invoice claims.
- Use the confirmation number to track the invoice processing status.

## 4. General Troubleshooting Tips

- Ensure your browser software is up-to-date to avoid compatibility issues.
- Keep your login credentials secure and readily accessible.
- Regularly check for updates on submissions under their respective sections in the portal.

## 5. Support

For more information, please visit the DEMES [website](#). The site contains support resources, including support contacts, job aids, and FAQs. If personalized support is needed, please use the DEMES Chatbot to obtain knowledge articles or submit a case.

## 6. Feedback

Your input is important to the success of this initiative. Please share your feedback and ideas for enhancements via the DEMES Support process by creating a case.